

## **1807 - PARKING METER TECHNICIAN I**

### **NATURE OF WORK**

This is skilled and technical work in all phases of installation, inspection, maintenance, and repair of a variety of parking meters and related timing mechanisms, equipment, installations, and facilities in the Parking Department. Work includes shop and some field duties

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Installs, inspects, maintains, repairs, rebuilds, cleans, and takes care of parking meters and related timing mechanisms, equipment, installations, and facilities.

Detects and conducts investigations of indications and complaints of parking meter malfunctions and failures; and resolves problems.

Determines feasibility of repair of mechanisms and makes recommendations for modifying or purchasing necessary parts, supplies, materials, services, and equipment.

Transports equipment and individuals.

Attends court and testifies when necessary; obtains documentation; and prepares testimony.

Prepares, maintains, and evaluates equipment operations and performance records and reports.

Removes and accounts for monies from parking meters being serviced or repaired; and is responsible for proper processing of such money and applicable records.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of metered parking repair and maintenance standard operations and ~~procedures~~

Considerable knowledge of local geography, roadways, and jurisdictional boundaries.

Considerable knowledge of the procedures and methods used in the installation, inspection, maintenance, repair, rebuilding, cleaning, and general care of all parking meters and related timing mechanisms, equipment, installations, and facilities; and ability to apply such knowledge.

Considerable knowledge of the appropriate tools, materials, machinery, and equipment and considerable skill in their use.

Considerable knowledge of job-related hazards, dangers, and safety standards and procedures.

Knowledge of the principles of clock timing devices.

Knowledge of applicable federal, state, and local laws, ordinances, regulations, and guidelines; and City and department policies and procedures.

Ability to evaluate the performance of parts, supplies, materials, services, and equipment.

Ability to analyze information from a variety of sources, assess a situation, use sound judgment in drawing valid conclusions, and take appropriate actions.

Ability to effectively prioritize duties when dealing simultaneously with a number of projects.

Ability to plan and layout work from, plans, sketches, and manuals.

Ability to understand, retain, and apply detailed, complex, and highly technical written, verbal, and

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demonstrated procedures, information, and regulations as applied to a variety of functions and situations.

Ability to instruct others in the more routine aspects of parking meter maintenance.

Ability to prepare and maintain accurate, detailed, and comprehensive written and verbal records and reports, procedures, and materials.

Ability to research and verify information and resolve discrepancies.

Ability to perform basic mathematical computations.

Ability to learn to operate a three-wheeled vehicle.

Ability to maintain effective working relations with other employees, other agencies, and the general public.

### **MINIMUM REQUIREMENTS**

Six (6) months experience in the repair of parking meters or similar mechanical devices. Must have valid Florida Driver's License.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Some standing, walking, moving, reaching, handling, carrying, and bending; significant crawling, kneeling, climbing, sitting, pushing, and pulling. Must be able to lift up to 100 pounds.

### **SUPERVISION RECEIVED**

General and specific assignments are performed according to established procedures with latitude for the use of independent judgment in the selection of work methods, priorities, tools, and equipment and is subject to review through consultation and written reports for achievement of departmental objectives and standards.

### **SUPERVISION EXERCISED**

None.

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